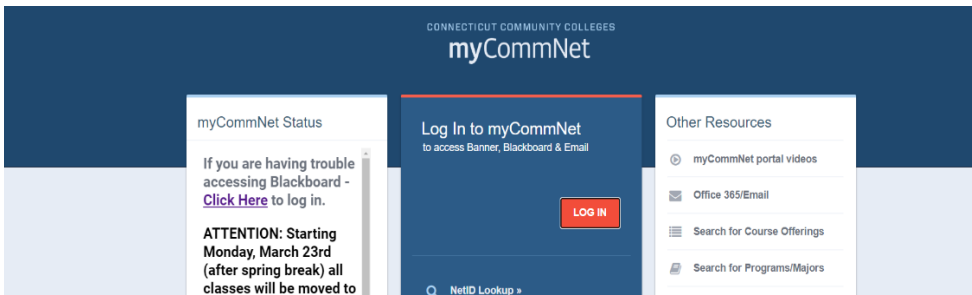


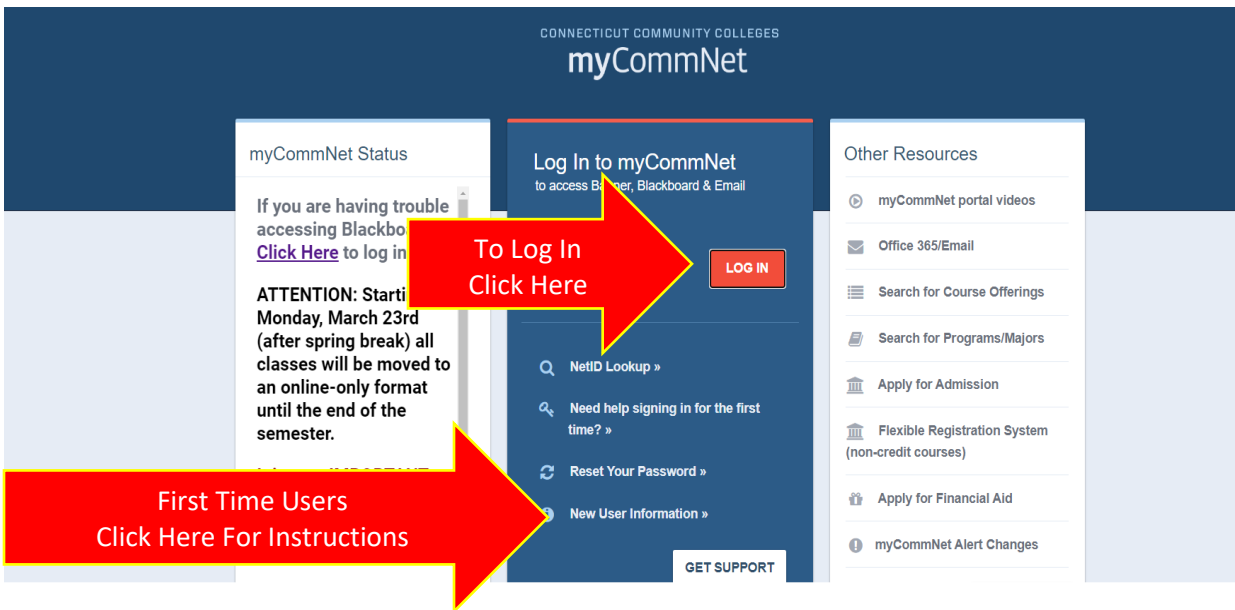
ONLINE COURSE REGISTRATION

After reviewing your Graduation Guide (Degree Works Audit) [LINK](#) and speaking with an academic advisor to select your classes, below are the instructions to register for your classes.

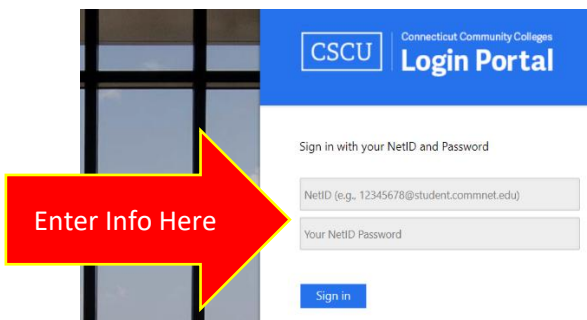
1: Go to <https://ssb-prod.ec.commnet.edu/luminis/login.html>



2: Log in to your myCommnet account - Click “Log In” or “New User Information”



3: Enter your username and password.



4: On Home Page, select “Banner Student & Faculty Self-Service”

The screenshot shows the myCommNet home page. A red arrow labeled "Home" points to the "Home" link in the top navigation bar. Below the navigation bar, there are several sections: "myCommNet Announcements", "Voter Registration", and "Access Banner Self-Service". A red arrow labeled "Click Here" points to the "Banner Student & Faculty Self-Service" link in the "Access Banner Self-Service" section. The "Banner Student & Faculty Self-Service" section lists: Course registration, add/drop classes; Degree requirements; and Transcripts.

5: Select “Tunxis Community College”.

The screenshot shows a dropdown menu for selecting a college. The text above the dropdown says "Select the appropriate college link to access your academic data." The dropdown list includes: Asnuntuck Community College, Capital Community College, Manchester Community College, Naugatuck Valley Community College, and Tunxis Community College. A red arrow labeled "Click Here" points to the "Tunxis Community College" option.

6: Select “Registration/Schedule” Tab

The screenshot shows the main navigation tabs: REGISTRATION/SCHEDULE, BILLING/PAYMENT, PERSONAL INFORMATION, and SELECTIVE PROGRAMS. A red arrow labeled "Click Here" points to the "REGISTRATION/SCHEDULE" tab. Below the tabs, there are four columns of options: Register (add/drop) Classes, Pay Tuition, Update Email, Address and Phone, and Apply for the Nursing Program.

7: Select “Class Registration”

The screenshot shows the "REGISTRATION/SCHEDULE" tab selected. Below the tab, there are two main sections: "Class Registration" and "Student Schedule". A red arrow labeled "Click Here" points to the "Class Registration" section. The "Class Registration" section lists: Register for Classes, Add/Drop Classes, and View Tuition Payment Options. The "Student Schedule" section lists: View/print your complete concise course schedule.

8: Select “Term”, then “Submit”

The screenshot shows a dropdown menu for selecting a term. The text above the dropdown says "Select a Term:". The dropdown list includes: Fall 2020, Summer 2020, Spring 2020, and Concurrent Enrollment 2019-20. A red arrow labeled "Select Term" points to the "Fall 2020" option. A red arrow labeled "Submit" points to the "Submit" button below the dropdown. The copyright notice "© 2020 Ellucian" is visible at the bottom.

9: Scroll down the page. Then click “Class Search”.

Register (Add/Drop Classes)

Home > Return to Add/Drop

Scroll ↓

REGISTERING

All correspondence - including Registration and Payment information - will go to your Student Email account. Check your Student Email account often, or follow instructions provided to forward messages to a...

CLASSES

1) ... (N(s) in the Add Classes Worksheet section below (click the "Class Search" button if you need to look up courses). 2) Check "Select" to choose your course. 3) Click Register. 4) Review results—successful registr...

Add Classes Worksheet

CRNs

Click Here →

Class Search Reset

10: Select one Subject. Click on “Subject”, then “Course Search”

Click on Subject. Example: "English" →

Subject: Dental Assisting
Dental Hygiene
Early Childhood Education
Earth Science
Economics
Energy Technology
Engineering Science (General)
English
English as a Second Language
Environmental Science

Then Click Here →

Course Search Advanced Search

11: Scroll to Find # and Course Title. Click “View Sections”.

Find Course Title. Example: 101 Composition →

Fall 2020

English

J093	Intro to College Rdg & Wrtg	View Sections
J096	Intro. to College English	View Sections
J101	Composition	View Sections
J101E	Composition W	View Sections

Then Click View Sections →

12: Find the Course Section (Look at CRN, Days & Times, Other Course Info.). Check the box that matches your schedule.

Find Section. Example: 3269; M/W 10-11:15 am Then Click Here. →

Sections Found

English

Select	CRN	Subj	Crae	Sec	NoLo	Textbook	Cred	Title	Inst Methd	Days	Time	Cap	Act
<input type="checkbox"/>	3287	ENG*	J101	01		textbook info	3.000	Composition	TRAD	MW	08:30 am-09:45 am	10	0
<input type="checkbox"/>	3288	ENG*	J101	02		textbook info	3.000	Composition	TRAD	M	10:00 am-11:15 am	10	2
<input checked="" type="checkbox"/>	3289	ENG*	J101	03		textbook info	3.000	Composition	TRAD	M	10:00 am-11:15 am	10	0
								Composition	TRAD	W	10:00 am-11:15 am		
								Composition	TRAD	W	10:00 am-11:15 am		

13: Scroll Down. Then Click “Register”.

The screenshot shows a list of courses with columns for CRN, Subject, Section, Level, Credits, Title, Mode, Days, and Times. Two courses are visible: ENG* J101E 11 and ENG* J101E 12. Below the list are three buttons: 'Register', 'Add to WorkSheet', and 'New Search'. A red arrow labeled 'Scroll' points down towards the course list, and another red arrow labeled 'Then Click "Register"' points to the 'Register' button.

CRN	Subj	Crse	Sec	Level	Cred	Title	Mode	Days	Times	10	0
3289	ENG*	J101E	03	TxCC	3.000	Composition Workshop	TRAD	T	06:30 pm-07:45 pm	10	0
							TRAD	R	06:30 pm-07:45 pm		
							TRAD	T	06:30 pm-07:45 pm		
							TRAD	T	07:46 pm-09:00 pm		

Congratulations, you’ve registered! Repeat for additional courses.

Next step: Payment.

! NOTE: Registration Add Errors – Pre-requisite and Test Score Error

If you receive this error message, please email TX-Records@tunxis.edu or TX-Counseling@tunxis.edu . If you took the pre-requisite course at another school, please attach a copy of your unofficial transcript.

! Registration Add Errors
[Click here for error explanations.](#)

Status	CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title
Prerequisite and Test Score error	3289	ENG*	J101	03	TxCC Credit	3.000	Normal	Composition